



Using Dropbox

Introduction



Dropbox is a cloud-based solution which allows files to be easily and securely shared and updated across different computers. The files can either be accessed online via the Dropbox web site or by using the Dropbox Desktop app which will enable automatic syncing of all files in the shared Dropbox folder to and from your computer.

Dropbox allows multiple parties to view and edit files normally with any updates being automatically synced and accessible to all other users with access to the folder.

All files in the Dropbox folder will also be backed up securely into the cloud where all previous versions of all the files are also retained so any edits to a file can be reviewed and reverted to a previous version if required.



We also make use of **Dropbox Paper** for online communication, collaboration and keeping track of tasks and actions when providing remote consultancy.

Installing Dropbox



Dropbox can be downloaded for free from the Dropbox web site - dropbox.com

Note : *Dropbox Basic* is free to download and install and will have more than adequate storage for setting up the IMS.

Once Dropbox is installed the Dropbox application icon will appear on your computer and if clicked can be used to access the files / folders or notify you of any updates to files within the Dropbox folder.

Shared Dropbox Folder

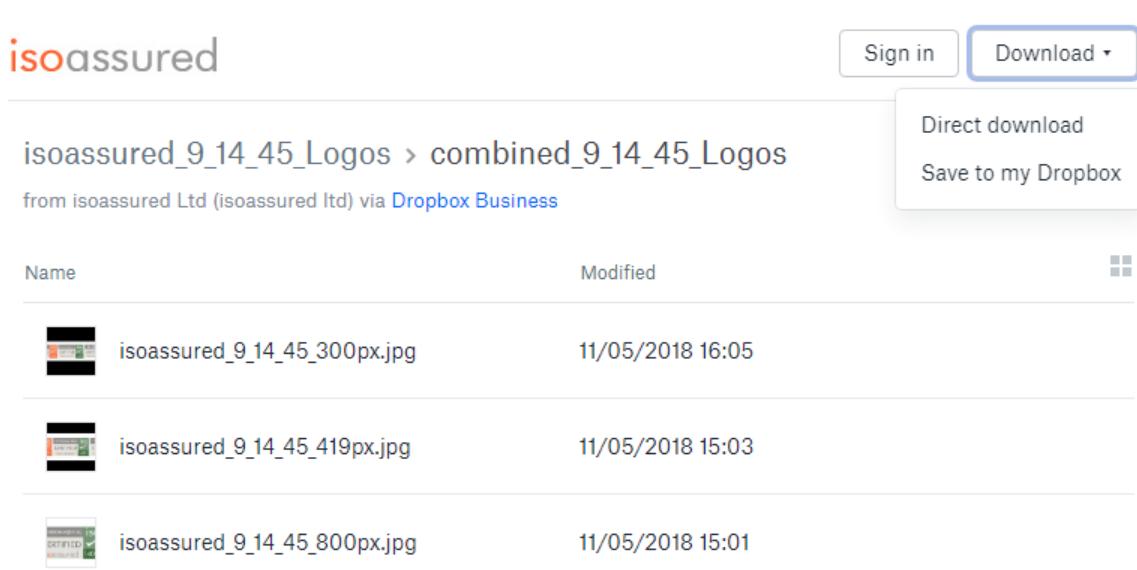
Isoassured use Dropbox for Business which adds additional functionality to the Dropbox folder we share with you including file and version recovery. When we share the folder with you the application will provide a notification and it is necessary to accept the share invite and then the folder will appear within your Dropbox.

Using Dropbox without a Dropbox Account




The simplest way to use Dropbox is by installing the app but it is also possible to use Dropbox to share and download files without having a Dropbox account or installing anything.

Downloading Files

Files can be downloaded by following the supplied link which will use your web browser to open the download page on the Dropbox web site;



The screenshot shows a Dropbox file sharing interface. At the top left is the 'isoassured' logo. On the top right, there are 'Sign in' and 'Download' buttons. Below the logo, the path 'isoassured_9_14_45_Logos > combined_9_14_45_Logos' is displayed, along with the text 'from isoassured Ltd (isoassured ltd) via [Dropbox Business](#)'. A dropdown menu is open under the 'Download' button, showing options for 'Direct download' and 'Save to my Dropbox'. Below this is a table of files:

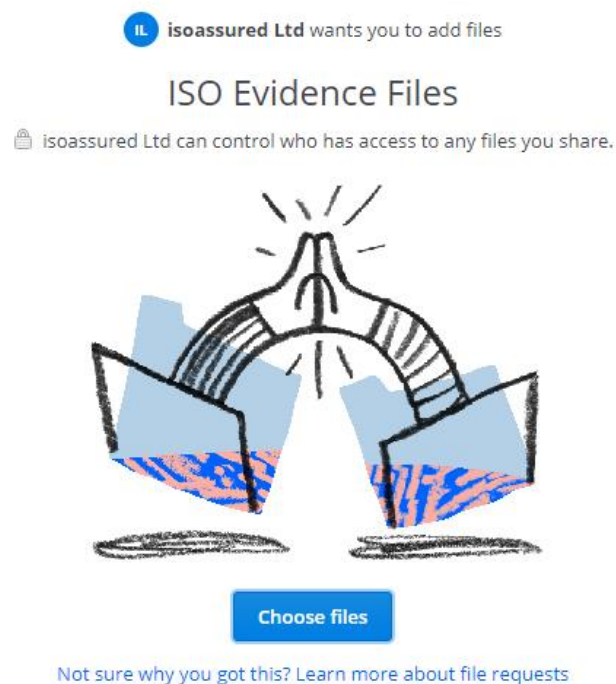
Name	Modified
 isoassured_9_14_45_300px.jpg	11/05/2018 16:05
 isoassured_9_14_45_419px.jpg	11/05/2018 15:03
 isoassured_9_14_45_800px.jpg	11/05/2018 15:01

To download click on the individual files or use the '**Download**' option in the top-right.

File Requests

If you have been sent a file request just click on the supplied link which will open the **Dropbox Submit Files** page in your web browser.

To securely share files just click on the '**Choose Files**' link and select the relevant files.



The screenshot shows a notification from 'isoassured Ltd' asking the user to add files. The text reads: 'isoassured Ltd wants you to add files', 'ISO Evidence Files', and 'isoassured Ltd can control who has access to any files you share.' Below this is an illustration of two laptops with a stylized volcano-like shape above them, representing a file request. A blue button labeled 'Choose files' is positioned below the illustration. At the bottom, there is a link: 'Not sure why you got this? [Learn more about file requests](#)'.